Student and Parent Handbook

Ridgeview Elementary

560 W. Spartan Dr. Sparta, MI 49345

www.spartaschools.org

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Principal

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2016-2017

Grades PreK-2nd

Office (616) 887-8218 ~ Attendance (616) 887-2090

All Ridgeview teachers are deemed Highly Qualified by the State of Michigan. If you would like information about teacher's certification, please contact the district administration office.

INTRODUCTION

WELCOME!

The staff at Ridgeview Elementary School looks forward to working with you and your children. We take great pride in the educational progress and the emotional and physical well-being of each child in our school. We are committed to providing all students an opportunity to acquire a quality education. We help students gain a sense of personal worth, prepare them for social participation and change, and equip them with the ability to think both creatively and critically in their pursuit of knowledge.

A major portion of the instruction for students in the early elementary grades will focus on Reading, Writing, and Mathematics. Science and Social Studies are also a part of the regular classroom program. K-2 students also have experiences in Art, Music, Physical Education and Technology.

Many questions arise regarding procedures that affect the children and parents of Sparta Elementary Schools. The information in this handbook is an attempt to answer your questions, and at the same time provide some definition to our policies and procedures. Please keep this as a reference throughout the school year and we encourage you to call us with any questions or comments you may have about it. We look forward to working with you and your children this year.

Educationally,

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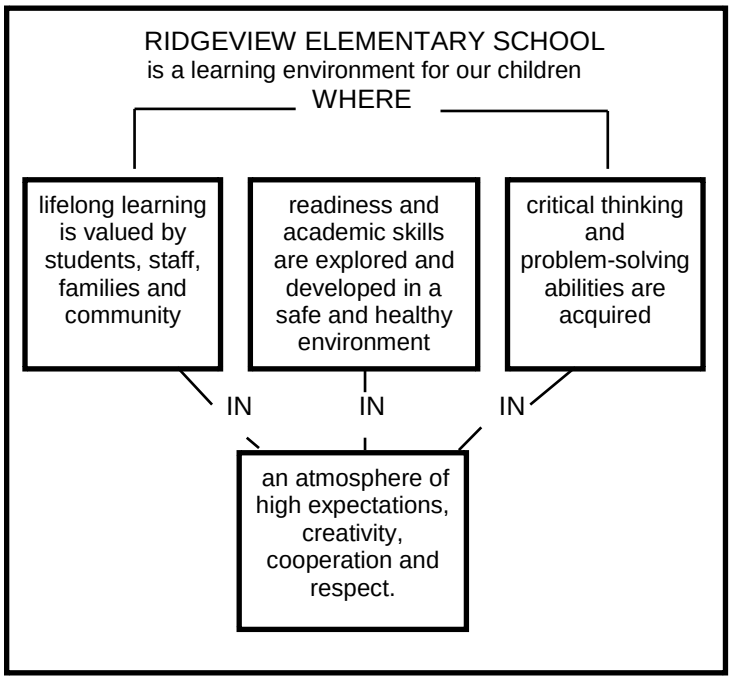
The Sparta Area Schools does not discriminate on the basis of race, color, national origin, sex, age or disability in its programs and activities. In order to protect these rights and assure compliance, the Sparta Area School District has appointed Mr. Joel Stoner as Coordinator of Title IX, Title II, VI, and the Age Discrimination Act and the Coordinator of Section 504.

TABLE OF CONTENTS

I.	**INTRODUCTION**	2
	MISSION STATEMENT/ACADEMICS	4
II.	**CORE CURRICULUM**	5
III.	**STUDENT ATTENDANCE**	6
	1. START/END TIMES	6
	2. ARRIVAL	6
	3. LATE ARRIVAL	6
	4. DISMISSAL	6
	5. ATTENDANCE	7
	6. REPORTING ABSENCES	7
	7. PRE-ARRANGED ABSENCES/VACATIONS	7
	8. EARLY DISMISSAL	8
	9. EMERGENCIES/DELAYS/CLOSINGS	8
	10. TORNADO/LOCKDOWN PROCEDURES	8
IV.	**STUDENT SERVICES**	9
	1. CONFERENCES/TEACHER CONTACT TIME	9
	2. PTC	9
	3. COUNSELING SERVICES	9
	4. FOOD PROGRAM	10
	5. BREAKFAST PROGRAM	10
	6. COMPUTERIZED LUNCH SERVICE	10
	7. CHILD CARE @ WECC	11
	8. SCHOOL SUPPLIES	11
	9. FRIDAY ENVELOPES	11
	10. LOST AND FOUND	11
	11. RECYCLING	11
	12. DRESS CODE	11
V.	**PARENTS**	12
	1. POSITIVE RELATIONSHIPS	13
VI.	**MISCELLANEOUS/GENERAL GUIDELINES**	14
	1. TRANSPORTATION	14
	2. I-CARE RULES/“BUCKET FILLERS”	14
	3. ANIMALS AT SCHOOL	15
	4. TOYS / PERSONAL POSSESSIONS	15
	5. WEAPONS / LOOK ALIKE WEAPONS	15
	6. HEALTHY TREATS AT SCHOOL / PARTIES	15
	7. FIELD TRIPS/ASSEMBLIES	16
	8. RECESS	16
	9. PLAYGROUNDS	17
	10. DISCIPLINE	17
	11. PUBLIC COMPLAINT PROCEDURES	17
VII.	**SAFE SCHOOL ENVIRONMENT**	18
	1. VOLUNTEERS	19
VIII.	**MEDICAL/HEALTH**	20
	1. IMMUNIZATION REQUIREMENTS	20
	2. MEDICATION	20
	3. MEDICAL CONCERNS	20
	4. BLOOD / BODILY FLUIDS POLICIES	20
	5. ILLNESS AT SCHOOL	20
	6. YOUR CHILD MAY RETURN TO SCHOOL WHEN	21
	7. COUGHING / SNEEZING	21
	8. CONTROLLING INFECTION/UNIVERSAL PRECAUTIONS	21
	9. GSRP & ECSE – SANITIZING EQUIPMENT	21
	10. BLOOD / BODILY FLUIDS PROCEDURE	22
	11. HAND WASHING	22
IX.	**STUDENT SELF-ESTEEM**	23
	1. USE OF LEGAL NAME	23
	2. Parent and Family Resources	24

DISTRICT MISSION STATEMENT

Sparta Area Schools will provide high quality educational opportunities to ensure success for all.



ACADEMICS

Today's students are preparing to enter a world in which colleges and businesses are demanding more than ever before. To ensure all students are ready for success after high school, Sparta Area Schools has adopted the Common Core State Standards, which establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from kindergarten through 12th grade.

The standards were drafted by experts and teachers from across the country and are designed to ensure students are prepared for today's entry-level careers, freshman-level college courses, and workforce training programs. The Common Core focuses on developing the critical-thinking, problem-solving, and analytical skills students will need to be successful. Forty-three states, the District of Columbia, four territories, and the Department of Defense Education Activity (DoDEA) have voluntarily adopted and are moving forward with the standards.

The new standards also provide a way for teachers to measure student progress throughout the school year and ensure that students are on the pathway to success in their academic careers. To learn more about the Common Core State Standards, visit: www.**corestandards**.org/what-**parents**-should-know/

5

THE CORE CURRICULUM

CORE CURRICULUM: The core curriculum (the Common Core State Standards) includes Literacy, Math, Science, Social Studies, Art, Music, , Health and Physical Education. Efforts are made to integrate core curriculum objectives through interdisciplinary thematic units. Students and teachers access multiple resources to gain information about major curriculum benchmarks. Teaching materials include hands-on manipulatives, audio and visual resources, textbooks, media center materials, various computer technologies, etc. Community service learning, special speakers, and assemblies provide students with enriched learning opportunities. All are important components in students' learning experiences. Curriculum benchmarks adopted by the District School Board are covered at each grade level. These benchmarks are taught using strategies based on "best practice."

INSTRUCTIONAL STRATEGIES: Ridgeview staff have been trained in and utilize a Workshop model for both reading and writing instruction. We provide small group reading instruction using Guided Reading (with Fountas and Pinnell assessments) and writing using Lucy Calkins and MAISA resources. Our math instruction is supported with Math Expressions resources. The framework for our instructional delivery is the Gradual Release of Responsibility Model.

INCLUSIVE EDUCATION: An inclusive education model is implemented at Ridgeview. We believe that in most cases students' needs can be met within the classroom setting with appropriate support. Within the general education classroom, an effort is made through Collaborative Consultation and on-going planning to educate students typically identified for pullout programs. This will help ensure the continuity of student learning.

School Improvement

SCHOOL IMPROVEMENT: Ridgeview Elementary School is involved in an ongoing school improvement process which sets goals to improve student learning, develops strategies to meet these goals, and assesses progress in achieving goals. The School Improvement Team is a steering committee made up of staff and parent representatives. Each identified goal is developed and assessed, and includes strategies/interventions and assessments to improve and measure student performance.

STUDENT ATTENDANCE

Start & End Times

School Day (K-2)	8:35AM - 3:45PM
ECSE:	8:20-11:25AM
	12:30- 3:30PM
GSRP	8:20-11:20AM
	12:45-3:45PM
All Day GSRP	8:20AM-3:45PM

Drop Off	**8:20AM**
Breakfast/Recess	**8:20-8:38AM**
Bell	**8:38AM**
SCHOOL STARTS	**8:40AM**
Tardy	**8:45-9:45AM**

ARRIVAL

- Busses drop students off at 8:20 am.
- Parent can drop students off in the "student drop zone" in the front parking lot **only after 8:20AM**
- All students are directed into breakfast or to recess.
- Breakfast is served daily.
- School starts at 8:40AM.

LATE ARRIVAL

For the safety of your child, in the event that the child is late/tardy, they need to be escorted into the building and signed in at the office.
Office staff will give the student a pass to class and change the absence to a tardy depending on the time. A K/1/2 child is tardy if they arrive at school from 8:45-9:45AM. After 9:45AM they are considered 1/2 day unexcused absent.

DISMISSAL

Pick Up Times	3:35-3:45PM
Students begin walking to busses	3:40-3:45PM
Half Day Dismissal	11:45AM

Parents need to write a note or call in all **changes for pick up before 2:00 pm** so that messages can be delivered to the teachers.

Parents must arrive prior to these times as supervision is not available at the end of the school day. In an effort to protect the teaching and learning time as well as for the safety of your children, we ask that you **wait in the lobby** at the designated times, then walk to classrooms to sign children out. We also ask that parents/guardians use the northeast parking lot.

7

Attendance

Regular attendance is important for student success. Students are expected to be in school every day unless they are sick. Parents are encouraged to schedule appointments and vacations during non-school hours or on days when school is not in session. In the event of excessive absences or late arrivals to school, or early dismissals, parents will receive a letter from the principal asking for their cooperation in improving attendance. If you have a doctor's note please bring or send in with your child. Medically excused absences do not count towards the child's attendance. If irregular attendance continues, the truancy must be reported to the Kent County attendance authorities. Written communication home will take place as follows:

1st letter is sent at >5 absences
2nd letter is sent at >10 absences
3rd letter is send at >15 absences, Truancy Filed

REPORTING ABSENCES

The **attendance line number is 887-2090. It is the parent/guardian's responsibility to contact the school for all absences.** You may call at any time day or night. When calling to report an absence, please state your child's name, teacher and reason for absence. Remember to call the attendance line directly; not the main office when reporting your child's absence.

24 Hours to call the attendance line or send a note excusing your child's absence. If no contact within 24 hours of your child's absence, it will remain an unexcused absence.

PRE-ARRANGED ABSENCES/VACATIONS

The school recognizes that at times it will be necessary for students to miss school because of family needs. If a student will miss more than two days for such an event, the parent should submit a written request to the teacher and principal at least one week in advance of the anticipated absence. This will allow the teacher to prepare any work assignments that may be necessary for the student to complete and keep them up to date with class learning.

EARLY DISMISSAL

- If it is necessary for your child to leave school before the normal dismissal time, please send a note to your child's teacher that morning stating the reason for the early dismissal and who will be picking your child up.
- If an emergency arises during the day and your child must leave early, the adult picking up your child needs a note from the parent/guardian **or** the school must receive a call indicating who will be picking the child up.
- The adult picking up the student will need to go to the office, sign the student out, and the office staff will call the child's class to have the student sent to the office for pick-up.
- **Parents picking up after 3:15PM will be asked to wait until the 3:35PM dismissal to get their child. Please support us in minimizing multiple end-of-the-day disruptions to the classroom.**

EMERGENCIES, DELAYS, AND CLOSINGS

If it is necessary to delay or cancel school prior to the start of the school day, the decision will be made as early as possible and the information will be broadcasted on local radio and TV stations. When school is delayed there will be NO am Preschool or breakfast program. Delays are 2 hours in length — add 2 hours to typical bus pick up times and the start of the school day. So, drop off is 10:20 and start time is 10:40.

If it is necessary to cancel school after the start of the day, the information will be provided to local radio and TV stations. The High School and Middle School students will be dismissed first. Appleview and Ridgeview students will be dismissed after the dismissal of the secondary buildings. *Prior to an emergency, be sure your child knows where to go in case of an early or late dismissal. The classroom teacher and bus garage should also have this information. Please discuss these arrangements with people listed on the emergency cards.*

TORNADO/LOCK DOWN PROCEDURES

School will remain open during a tornado watch. In the event of a *tornado warning or lock down*, students and staff will take cover. Students will only be allowed to leave the building during a tornado warning with their parent/guardian. During a lockdown all outside doors are locked and will not be opened until the lock down is over per Homeland Security Act.

Please do not call the school during a weather or lock down emergency. Teachers, secretaries, principal and all other staff members are working to protect the safety of your children.

9

STUDENT SERVICES

CONFERENCES/TEACHER CONTACT TIME

Communication between home and the school is a critical element for student's success. One aspect of this communication is Parent/Teacher Conferences. These are scheduled in November and March of each school year. All students will receive three report cards during the school year at trimesters to communicate academic progress.

Any other time you wish to discuss your child's progress, contact the school. **Teachers are available during their prep time which varies by teacher. Please call leaving a non-urgent message and calls will be returned during this time.** Urgent messages should be made to the office.

P.T.C. - PARENT TEACHER ORGANIZATION

All parents automatically become members of this organization. The P.T.C. works with the school, providing volunteer services, sponsoring assemblies and field trips, and providing financial support to the school.

Meetings are held periodically on Monday evenings in the Media Center at Ridgeview, dates to be announced. All parents are invited and encouraged to attend.

P.T.C. communicates with parents through the school; watch for information and newsletters to come home with other school papers in Friday Envelopes, at Meet the Teacher night, and on the school website.

COUNSELING SERVICES

Students needing regular/intensive counseling appointments are encouraged to set up appointments through an outside agency unless an IEP is in place. However, we do have staff who support students' emotional and social growth and who support families as well.

Our goal is to create positive school experiences for students and their families. Our school staff may provide classroom presentations on topics such as social skills, anger management, loss or conflict resolution. Additional group services may include: groups for students from single parent or divorced families and self-esteem groups.

FOOD PROGRAM

School breakfast and lunches are served daily. Menus are sent home monthly and are on the website. Look for them in the last Friday Envelope of the month. Students who buy school breakfast/lunch may do so on a weekly or daily basis according to the procedure below. The school uses a debit card system.
If you desire to have a special occasion lunch or breakfast with your child, we invite you to enjoy lunch with him/her in the Media Center, at one of the tables there.

BREAKFAST PROGRAM

Breakfast is from 8:20-8:35 am.

COMPUTERIZED LUNCH SERVICE

In order to have a successful school lunch program we have chosen a computerized payment system. Here's how it works:

- Each student will be issued an electronic lunch card that is swiped each day they have hot lunch/breakfast.
- Money sent in will be credited to your child's account.
- You may send in enough money to cover a week, a month, or any time period you wish. This money will be credited to your child's account.
- This system has the capability to supply reports of your child's lunch info. Parents may have a printout of their child's account at any time.

Food Service Information

Sparta Schools Food offers breakfast every morning. The price is $1.50 or 50 cents for a reduced price student. Lunch price is $2.55 or 50 cents for a reduced price student and includes a trip to the fruit and vegetable bar and milk. If your child qualifies for free lunches then they are qualified for free breakfast. Parents may apply for free/reduced price meals at any time during the school year. If you have applied earlier and your financial situation has changed you may reapply. Applications are available in each building and at spartaschools.org. Applications may be filled out online at lunchapp.com. Student meal account balances can now be checked online through Powerschool. Parents will need their login ID and password for each student in the district. Parents can follow the link to Powerschool on the district web site – www.spartaschools.org. Parents can also go to https://mm/spartaschools.org/mealmagic/mylunchaccount and sign up to check balances and track history. Deposits can be made online at payschools.com or follow the link on the district website to Pay Schools. If you send in cash or check please send in an envelope with your students first and last name and teachers name on the outside of the envelope.

If you have any questions about the breakfast and lunch program, please contact our food service director, Tim Kleaveland at tim.kleaveland@spartaschools.org.

CHILDCARE

Parents needing before and/or after school care should contact the BAC Office at 887-1449 or 887-7321 for further information.

SCHOOL SUPPLIES

You may wish to purchase supplies for your child. These items should not be labeled, as items are often cooperatively used. Back packs should be 10x13 to accommodate Friday envelopes. Classroom supply donations are welcome - ie; glue sticks, tissue, snacks, computer paper, pencils, etc. A list of supplies can be found on the district website as well.

FRIDAY ENVELOPES

All papers, menus, newsletters, etc. will be sent home with students in a **Friday** Envelope. Please sign this envelope on Friday and return it with your child each Monday.

LOST AND FOUND

We urge you to mark with a permanent marker every item of clothing that is worn to school. We encourage parents to check the lost and found box periodically throughout the year for all items. Unclaimed articles are locally donated tp charity at the end of the school year.

RECYCLING

Sparta Area Schools is involved in a recycling program.

DRESS CODE

Safety is one of our largest priorities at school. To ensure student safety we ask all students to wear **Tennis Shoes**. *No roller blade shoes, high heels, or flip flop shoes due to regular physical activity such as walking and running, recess and physical education class each day.*

Hats: Hats are not to be worn in the school building unless special arrangements for the day have been made by the staff.

Clothes: Clothing containing questionable language, slogans, messages or pictures, which are deemed inappropriate by the administration/staff for elementary students are not permitted in school. Spaghetti straps must follow the three finger rule.

Gang Dress: The district has a zero tolerance for gangs, gang activity and gang dress/apparel.

In general, any clothing, head scarves etc., jewelry, or unnatural hair colors that are deemed disruptive to the learning environment are prohibited.

12

PARENTS

PowerSchool and the Parent Portal (powerschool.spartaschools.org\public**)**

Please do log into the Parent Portal and update your demographics, so that we can be sure to have accurate information for your phone, address, emergency contacts, etc.
In addition, ALL PERMISSIONS (field trips, sunscreen, photographs, emergency treatment, technology, concussion form, signature) are there as well. If you cannot access the Parent Portal, please call the office (887-8218) and we will assist you.

We will not be sending the permission forms home in paper copy, unless you request this. All permissions will be completely electronically, unless you request paper copies of the forms. All permission forms must be signed by the end of the month of September.

Ridgeview teachers and staff are committed to providing a quality educational program that will challenge all children to reach their potential. When school and parents work together children succeed in school and throughout life. Neither home nor school can do the job alone. Parents play an extremely important role as children's first teachers. Parents' support for their children and for the school is critical to the children's success at every step along the way.

To ensure that basic skills and knowledge are taught, we will hold educators accountable for effective teaching, hold students accountable for learning, and encourage parental involvement in every child's education. We will continually assess student growth in order to provide timely interventions and evaluate our instruction. Additionally, our teachers and staff will work collaboratively with parents and our community in the development, evaluation, and refinement of our school programs, including the Title I program.

Communication is the key to your involvement. To that end, we will provide you with ongoing communication concerning school events (via the building newsletter, district website and teacher communications), your child's academic progress (via conferences/report cards, progress reports and use of phone and e-mail to keep in touch). We welcome your input and perspective and encourage you to contact your child's teacher via phone or e-mail with any concerns or positives! We welcome your presence and invite you to join us as a volunteer (in the classroom or with extracurricular events), as a PTC member, by way of attending conferences and student programs or offering your input via completion of our annual school survey. Your input is welcome at any time – in writing or in person. Translators are available upon request for any parent meeting and to assist with translating home-school communication.

In addition, we will work to build your capacity to be an effective supporter of your child's learning. Look for communications on "how to read with your child", "how to best prepare your child for test-taking", "how to search the internet", etc., as we strive to provide you with materials and support to help you work with your child to grow their success at school.

Finally, Ridgeview agrees to be governed by the following statutory definition of parental involvement, and will carry out programs, activities and procedures in accordance with this definition: *Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring A) Parents play an integral role in assisting their child's learning; B) Parents are encouraged to be actively involved in their child's education at school; C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory communities to assist in the education of their child; D) The carrying out of other activities, such as those described in section 1118 of the ESEA.*

13

For further resources refer to back page.

POSITIVE RELATIONSHIPS

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Sparta Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

Any student who believes s/he has been or is the victim of bullying should immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. The complainant will be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Parents may request a complete copy of School Board policy 5517.01 in the main office or may visit our website (http://www.spartaschools.org/appleview/studentparenthandbook/) to view the policy in its entirety. Sparta Area Schools will adhere to State law and update this policy if/when changes are made at the State level.

14

MISCELLANEOUS/ GENERAL GUIDELINES

TRANSPORTATION

Most children ride busses to and from school. Any questions regarding transportation should be directed to the Transportation Office, 887-0136. Listed below are a few reminders.

1. **The Transportation department must be advised of any address and sitter changes or if services will be discontinued per guidelines in the transportation memo.**
2. State law regulates the number of children that can ride the bus at any one time. Therefore, requests to change buses in order to go home with another student are not allowed.
3. The bus driver is responsible for driving the bus as well as maintaining order. Students who fail to follow the bus rules and do not respond to reminders, may lose the privilege of riding the bus. Parents will be contacted regarding any persistent problems on the bus by the driver or supervisor.
4. Supervision of students at the bus stop is the responsibility of the parents of the children who wait at any particular stop.
5. Preschool and Kindergarten students must have an adult waiting on time, at the designated stop, or the bus driver cannot drop the child off.

I-CARE RULES & RIDGEVIEW BUCKETFILLERS FOR LIFE

Ridgeview's students and staff are requested to follow our *I-Care Rules and be "Bucket-fillers"*. Classrooms create *Social Contracts* together, as students discuss and decide on behaviors of how they should treat one another.

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

ANIMALS AT SCHOOL

Due to the number of students with allergies and sensitiveness to animal hair, pets should not be brought to school without prior permission from the principal. (Our allergy list will be checked for that classroom, prior to permission being granted). Please do not enter the building with pets when bringing or picking up your child. When pre-approved pets are brought to school, an adult should bring them in and take them home after presentation. If students bring bugs, butterflies, etc., to school they must be carried in a plastic or metal container for safety reasons. No glass please.

TOYS/PERSONAL POSSESSIONS

It is important to limit the disruptions to the educational setting of the classroom. Therefore, students should not bring toys and personal possessions to school unless it is for a project.

The school will not be responsible or liable for lost, stolen, traded, damaged or broken toys, personal possessions or establishing the whereabouts of an item. No skateboards, rollerblades, shoes with rollers (wheelies), trading cards, Gameboys, electronic games, all phones, walkie-talkies, look alike or play weapons (this includes squirt guns) or fireworks/explosives. These are very disruptive to the school environment. We ask students and parents to check back packs for these items.

WEAPONS/LOOK-ALIKE WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon or look alike in any setting. The term "weapon" means any object which in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items and toy weapons. These are considered "major" discipline issues and parents are contacted immediately with the item being removed from the student and kept in the principal's office. Consequences will be assigned based upon age, type of weapon/look alike weapon and state law.

HEALTHY TREATS AT SCHOOL / PARTIES

The health and growth of children is very important and is considered when planning snacks and parties. All snacks should be healthy. Water bottles are encouraged for students and can be brought to physical education class. Please write the student's name on the bottle and make sure that it holds water, not pop or sugary drinks. Reframe from putting pop in lunches, it does not provide the nutrition that children need for a full day of work and activity at school. Students can bring birthday treats to class (please no gum, suckers, hard candies like Jolly Ranchers). We strongly encourage items that are **commercially prepared** and wrapped or packaged by the producer. This is especially important because a number of our children have severe food allergies and/or are diabetic. If you child is diagnosed with these, please send in the labeled daily snack.

The principal works with the PTC to coordinate and provide varied days and times for parties. Please contact your child's classroom teachers or PTC on how to become involved.

Latex-Free District

Due to increased latex allergies, Sparta Area Schools is a Latex-Free District. In an attempt to provide all of our students a healthy & safe learning environment, we ask that No Balloons be brought or sent to school. Balloons may not be taken on the school bus.

Invitations for home parties must be sent from your home directly to your guests. The school/teacher is

not allowed to give out student information.

FIELD TRIPS/ASSEMBLIES
PTC continues to sponsor most of our field trips/assemblies. Field trips provide enriching educational experiences, build vocabulary, fulfill Academic Standards, and prepare students for the world of work. Part of our work with the children consists of acquainting them with their own community. Students make observations of nature, visit places of historical interest, and participate in community service. To be able to furnish these various experiences for our students it is sometimes necessary to take them away for the school premises.

Parent Chaperones
All parent chaperones must have completed and been approved to participate as a volunteer, prior to attending a school field trip.
Volunteer record check forms are due at least two weeks prior to a scheduled field trip, if the parent wishes to participate. Any parent arriving at the event, to attend with their child, must have the Volunteer Record Check form completed. If they do not, they may attend but will be asked to participate with their child, separate from the group. This is to ensure the safety of all school students.

. All children will ride the bus to the field trip but may ride home with their parent, who will sign them out. (Please note: some destinations limit the number of adults we can bring with us.)

* We strongly ask that pictures that a parent takes during a field trip not be posted to Facebook, especially if the picture includes students other than the parents own child. Ridgeview has many students each year whose parents have requested that they not be photographed.

Each field trip is planned in advance with notices going home to parents explaining the trip. Parents will be notified with the details of each trip. Students are representatives of Sparta Area Schools when on field trips and are expected to represent Ridgeview well.

MEDIA COVERAGE
Occasionally, our students are included in news releases such as newspaper articles, the school web page, social media, or even television spotlights. Also Student Assistants or Student Teachers may take pictures or videos for classwork. All are used for educational purposes only.

SCHOOL PARTIES
The principal works with the PTC to coordinate and provide varied days and times for parties. Please contact your child's classroom teachers or PTC on how to become involved.

RECESS
Recess is an important component to your children's day. Gross motor activities and appropriate play help to develop socialization skills that connect to academic learning. In most cases, if a child is well enough to attend school, he/she is well enough to go outside for recess. Recess occurs indoors when it is raining or the wind chill is below zero. Readings of current temperature and wind chill are done before each outdoor period at our building.

Please insist that your children come dressed appropriately for outside play. During the winter months, snow gear is necessary (snow pants, winter coats, hats, mittens and boots). Please label all of your child's belongings.
All students will participate in recess unless he/she has a doctor's note requesting otherwise.

PLAYGROUNDS

Supervision: Adult supervision is provided any time students are on the playground during the school day.

Please Note: Parents may not be on the playground without a volunteer check and signing in.

Procedures: The following are general statements of procedure related to the playground/recess.

- Students are asked to report problems to the supervisor in charge.
- Students may enter the building only with permission of the person in charge.
- Students with minor injuries are sent to the office for treatment. A severe injury is responded to according to the nature of the incident. All injuries are recorded in the nurse's office.
- Every attempt is made to notify parents of injury. Parents are encouraged to contact the school with any questions or concerns about injury.

Inappropriate Behavior: Chase and tackle games are not allowed. Students whose behavior endangers or bullies others may experience the following consequences.

- Warning
- Time-out (standing in a designated place until given permission to rejoin playground activities). Students may refer to this as "on the wall", to think about improving their behavior and making "I Care" choices.
- Behavior reported to teacher.
- Behavior reported to the principal.

DISCIPLINE

When a student fails to follow the I-Care Rules or Social Contract and discipline is needed, each incident will be handled as fairly and consistently as possible. It should be noted that the range of consequences is not intended to be used as a sequential pattern to be followed. It serves as a list of options from which to determine the most appropriate form of disciplinary action to be enforced.

Parents are notified whenever behavior does not change as a result of usual intervention or whenever the behavior is considered to be of a serious nature: bullying, causing serious physical harm, destroying property, possession of an illegal substance or look-alike, threats of harm of any kind, possession of a weapon or look-alike and explosives/fireworks. Behaviors are delineated as minor or major in nature; consequences are assigned as warranted, related to natural consequences and to offer retribution to fix the situation.

RV has a consequence center (The Success Center) that is staffed by a behavior interventionist to help support students as they need to adjust their behavior and choices to maintain a safe, caring, and orderly environment. Typical consequences for misbehavior include 1) conversation between teacher and student – phone call to parent. 2) teacher provided consequences 3) behavior interventionist involvement – problem solving (may involve apology, making amends) 4) time out/recess restriction in Success Center 5) additional recess /other restriction 6) in-school partial day suspension 7) out-of-school suspension.

PUBLIC COMPLAINT PROCEDURES

Are located on the District Web Site under: Departments/Board of Education/9000 Relations/9130 Public Complaints = neola.com

These are part of our School Board Policy/Written Procedures – translations available.

18

SAFE SCHOOL ENVIRONMENT

The following measures are in place to set up a safe environment at Ridgeview.

- **The office will use the student's emergency information given to determine who can pick up a child. It is very important that parents keep this information accurate and complete.**
- Identification is worn by all staff members.
- Volunteers and visitors register in the office and wear identification.
- **All unidentified persons will be asked to go to the office to sign in.**
- There is only one public entrance to the building which is **through the main northeast doors by the flagpole** – all other doors are locked.
- **All students that are picked up must be signed out at the classroom prior to bus departure**. Student pick up is 3:35-3:45PM. Students board busses at 3:45PM.
- Parents picking up before the end of the day will need to sign the student out in the office.
- At 3:45PM the final bell rings and bussed students will board busses at that time. The teachers clear hallways and communicate with Teacher Assistants and Office to ensure all students are boarded and the building is clear for bus departure. The office and most teacher assistants carry 2-way radios.
- Calls will be made if the student is not picked up by 3:45PM. We do not have extra staff for extended pick up time.
- Each year we average 5 fire, 2 tornado and 3 lock down drills with students per State guidelines with the appropriate agencies such as Fire and Police Departments.
- During a lockdown or disaster, a District Designee will decide where and when children will be released. No one will be allowed to enter or exit until we have received the directive from the District Command Center Designee.

Dismissal Time – 3:35-3:45 PM

Please do not ask for students to be dismissed early to "beat the traffic", between 3:15 and 3:35PM. At 3:35PM, waiting parents will be allowed to go to the classroom to sign their child out at the classroom door. Teachers head out with bus riders at 3:40 PM. *Students who are to be picked up, but whose parents do not make the 3:35 p.m. pick up time, will wait with the Art teacher, in the art room. Please pick up there by 3:50 p.m.*

VOLUNTEERS

Parents are encouraged to spend time in the school or in their child's classroom. If you are interested in helping in some way, contact any of your child's teachers. Volunteers are always welcome for a single visit or on a regular basis. Volunteers are requested to sign in and out in the school office and wear identification.

For the safety of all children, all volunteers in Sparta Area Schools must be cleared through ICHAT and the Sexual Offender Registry by the office. A signed permission must be filled out for a clearance check to be completed. We ask that this is filled out at least two weeks prior to the day they would like to volunteer, allowing us time to process your request.

If you feel you may want to volunteer during the school year, please complete the form and turn it in at the office. Both parents and any other family members who are going to volunteer must fill out and sign their own form. If you need more forms, send a note or call the office.
Your information in IChat will be checked annually.

WATCH D.O.G.S. (Dads Of Great Students) is an innovative father involvement, educational initiative of the National Center For Fathering. There are two primary goals of the WATCH D.O.G.S. program.

1) To provide positive male role models for the students, demonstrating by their presence that education is important.

2) To provide extra sets of eyes and ears to enhance school security and reduce bullying.

WATCH D.O.G.S. began in 1998 in a single school in Springdale, Arkansas and has since grown into a national recognized program that has brought hundreds of thousands of fathers and father figures into the school classrooms and hallways across the country, creating millions of hours of "in school" volunteer time and having a tremendously positive impact on the educational process. Today more than 4,704 schools in 46 states plus DC participate in WATCH D.O.G.S. Currently, there are WATCH D.O.G.S. programs in China, Canada, Mexico, Puerto Rico, and Barbados.

Who Are WatchDOGS?

WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S. school. During the day, WatchDOGS may read and work on flash cards with students, play at recess, eat lunch with students, watch the school entrances and hallways, assist with traffic flow and any other assigned activities where they actively engage with not

y their own students, but other students as well. Many school principals have reported that the mere sence of a WatchDOG dramatically reduces reports of bullying.

On the day of their participation, WatchDOGS are given a brief review of their involvement and they wear an official WATCH D.O.G.S. t-shirt with a disposable 'Dog Tag' identifying them as WATCHDOGS.

How WATCH D.O.G.S. Works

WATCH D.O.G.S. The program is overseen at Ridgeview by "Top Dog" volunteer (Todd Yemc) who partners with the school administrator to coordinate scheduling and identify opportunities for WatchDOGS to provide assistance at the school.

For more information, e-mail Todd Yemc at todd.yemc@charter.net or call 616-570-4777

MEDICAL/HEALTH

IMMUNIZATION REQUIREMENTS
Each new student must have a record showing they have received all their vaccines: Any students lacking proof of these vaccines will not be admitted to school unless a certified medical, philosophical or religious waiver form has been filed. The school nurse and principal have the authority and will exclude children from school if immunization records are not up-to-date.

MEDICATION
If your child is required to take daily medication during the school year, a form signed by you and your doctor must be on file in the school office. Forms can be picked up in the school office. **State law requires that all medication at school be in the original container in which it was purchased. All students are required to take their medication dose in the office. All medications are kept in a locked drawer in the nurse's office which is monitored with a documentation log.**

The school district has a policy regarding the administration of medication by school personnel. If you would like a copy, please stop by the office.

MEDICAL CONCERNS
We advise that any medical conditions (including allergies) and their treatments be reported to the school nurse. She will be certain that the teacher and building staff are aware of these medical conditions and will follow the HIPPA privacy act.

BLOOD/BODILY FLUIDS
We have special policies to follow when a child has been bleeding or has any bodily fluids on his/her clothing. ***Bodily fluids are vomit, diarrhea, and blood.* Michigan law requires that a child that has bodily fluids on his/her clothing cannot be exposed to other children. The home will be contacted for a change of clothes, if one is not already packed in the backpack.

ILLNESS AT SCHOOL
Occasionally a student becomes ill at school. Each case is treated individually and with sensitivity. We do our best to determine the nature and severity of a situation, and how to proceed before parents are contacted. Very young children sometimes become "ill" when they want to be at home instead of at school. We ask for your cooperation in working with the child to overcome this. If you think this is happening with your child, please contact the teacher or the school nurse. Students are released per authorization on the emergency card and/or phone call.

OUR CHILD MAY RETURN TO SCHOOL WHEN:

- **Vomiting and/or diarrhea free** for the past 24 hours.
- **Fever Free** (less than 100 degrees) for the past 24 hours without fever reducing medicine.
- **Head Lice**: Our district has a "no bug" policy and a "no nit" policy after three days. Children may not be in school with "live" bugs. However, parents have three day to remove ALL NITS. If you child is diagnosed with head lice, they are allowed two excused absences to treat the condition. Subsequent days are unexcused.
- **Strep Throat, Scabies, Scarlet Fever, Meningitis and/or other communicable diseases**: Ask your physician for his/her recommendation – but not less than 24 hours after beginning medication for treatment.
- **Chicken Pox**: after the sores have dried up (scabs are no longer oozing).
- **Colds, Influenza and/or other viral infections**: Ask your physician and/or use your best judgment. Consider the following: Is your child feeling up to attending? Will his/her being their present any danger of spreading infection to others? Will his/her being there cause his/her illness to get worse?

In order for your child to be excused from participation in any school activity, a doctor's note is required. Please ensure that your child has this communication should you desire him/her to "sit out" from any school activity. The district will respect a note from the parents requesting their child be excused from P.E. for 24 hours. Any requests for greater than 24 hours must be from a doctor.

Coughing & Sneezing: Children are taught the proper way to cough/sneeze to avoid the spread of germs. Following are two ways to cover a cough (or sneeze):

- Cough into a tissue and throw it away.
- Cough into your upper sleeve or elbow.

By using either of these methods you can reduce the spread of germs and help stop the spread of germs and infectious diseases.

Controlling Infection, Including Universal Precautions

All staff will receive Blood Borne Pathogens training within 6 months of being hired. Emergency rules and procedures as well as CPR and First Aid will be reviewed by all staff for Great Start Readiness Program (GSRP) and identified members in the Ridgeview building on our Medical Emergency Response Team.

GSRP & ECSE ~ Sanitizing Equipment:

All tableware, utensils, food contact surfaces and food service equipment shall be thoroughly washed, rinsed, and sanitized **after each use** with an approved sanitizing solution. Children's toys and equipment will be sanitized regularly to adhere to Child Care Center Licensing Rules and Regulations. *Ridgeview's GSRP and ECSE classes ensure that **all toys** are sanitized using the 3 Step Sanitizing Process (outlined below) a minimum of one time every three weeks. When a child mouths a toy, or touches a toy after coughing or sneezing, the toy is put into a Dirty Toy bucket. All toys in the bucket are sanitized at the end of the day and returned to the classroom. In addition to the tri-weekly complete sanitizing process, toys are sprayed with an approved sanitizing solution and allowed to air dry at the end of every day.

Three Step Sanitizing Process:

Step 1 - Soapy Water using soapy water, wash surface vigorously
– must be dumped and refilled daily

Step 2 - Clear Water rinse surface with clear water and wipe with paper towel
– must be dumped and refilled daily

Step 3 - Sanitize with Sanitizing Solution allow to air dry when possible
– must be dumped and refilled daily

BLOOD/BODILY FLUIDS PROCEDURE

Our procedure for handling blood and bodily fluids is as follows:

Gloves are put on before making contact with bodily fluids. Additionally, masks/gowns may be worn (if necessary).

- Disposable gloves will be discarded after a single use in accordance with disposal procedures.
- Hands will be washed with soap and water after handling fluids and contaminated articles even though gloves are worn.
- Discard disposal items, including disposable gloves, paper towels, sanitary napkins/tampons, used bandages and dressings in a plastic trash container which is kept closed and is discarded daily.
- Disposable items should be used to handle bodily fluids whenever possible or practical.
- Paper towels should be used to pick up and discard any solid waste materials (vomit, feces, etc.)

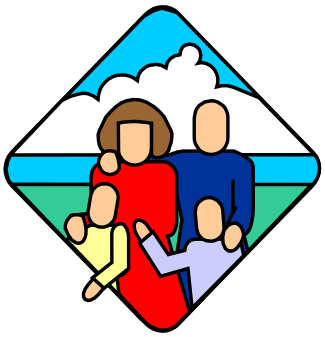
CHILDREN & STAFF HAND WASHING

The hands of children and staff shall be thoroughly washed **prior to handling food and before eating, after toileting (diapering), after coughing into hands or blowing nose.** Procedures for hand washing shall be posted in food preparation areas and toilet rooms according to Child Care Center Licensing Rule R400.5902c for our preschool classes.

Our hand washing procedure is as follows:

- Use soap and warm running water.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water.
- Use paper towels to thoroughly dry hands.
- Discard paper towels.

STUDENT SELF ESTEEM



HOW PARENTS CAN HELP CHILDREN FEEL GOOD ABOUT THEMSELVES

Dr. William Mitchell makes the following suggestions to parents in his published book, *The Power of Positive Students.*

...Say something encouraging and complimentary to your child each day.

...In your home, create a warm, friendly atmosphere where smiles abound.

...Always have a listening ear and feeling heart. Make every effort to have your child feel that he is important to you and is a worthy member of your family.

…Find ways for your child t contribute to the family – this may be through doing chores, offering to help out or by “entertaining”. Students who contribute feel valued by the family.

USE OF LEGAL NAME

Our staff is required to use a student's legal name as listed on the birth certificate or adoption papers. The Michigan Department of Education verifies names and test results as well as statistics, using a child's legal name. Also when transferring records or dealing with medical releases, students are recognized by legal name.

Parent and Family Resources

A Bilingual Website for Parents
A bilingual website (English/Spanish) created for parents to help their children become good readers and successful students: http://www.colorincolorado.org/parents

Getting School Ready
A free guide for parents, early childhood educators, caregivers, kindergarten teacher, communities, schools and everyone who touches a child's life. This is available in seven languages.
http://www.gettingschoolready.org/parents-and-caregivers/gsr/English.pdf

How Parents Can Be Involved at Home
Parent involvement plays out in a variety of form. This tip sheet gives ideas to use at home.
http://www.migreatparents.org/parentsinvolved.pdf

Kindergarten Transition PARENT GUIDES
This resource is a series of tip sheets highlighting a variety of questions parents may have when their children are entering kindergarten. http://www.michigan.gov/mde/0,1607,7-140-52346809-152726--,00.html

101 Books to Read with your Child Before Kindergarten
Children begin getting ready to read long before they start school. Start from birth and help your child become a reader. http://www.misd.net/Training/Flyers/101bookstoread.pdf

10 Tips for Parents of Young Children
Help your young child discover the joy of reading while you enjoy the journey.
http:www.rif.org/kids/leadingtoreading/en/grown-ups/articles/readingtips.htm